

Book	Policy Manual
Section	900 Community
Title	Booster Organizations
Code	915.1
Status	First Reading
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### **Purpose**

The Board recognizes the existence and appreciates the efforts of the various community-based Booster/Support Clubs at work in the school community. The Board and Administration are also fully cognizant that without the countless hours members of these groups give to their respective organizations, district programs, athletic and nonathletic, would suffer. Collaboratively, these activities should be consistent with the philosophy and objectives of the district and its Board policies. In this regard, equity principles and compliance benchmarks described in Title IX law must be used to guide fundraising.

### **Definition**

A **Booster/Support Club** is defined as any parental (i.e. P.T.A.) or community support group that provides services, awards, funds and/or equipment for school district sponsored programs. These programs shall include, but are not necessarily limited to, athletic and nonathletic as well as interscholastic and extracurricular programs.

### **Authority**

Booster/Support Clubs shall annually place on record a list of officers and contacts with the Board Secretary or designee. This list shall include all officers by name and address or names of contact persons who will represent the interests of their organization. Any change of officers or contact persons after July 1 shall immediately be reported, in writing, to the Athletic Director who will forward the changes to the Board.

The Board wishes to further provide Booster/Support Clubs the opportunity to support local school programs, both athletic and nonathletic, however, the Board also acknowledges that these Booster/Support organizations must adhere to all Board, district and state-wide promulgated rules and policies. In order to maintain good standing with the Board, all Booster/Support organizations which are recognized by the Board shall adhere to the established guidelines. Failure to comply shall result in the loss of Board recognition and, subsequently, the right to utilize or access school facilities. **Individual members of Booster/Support organizations must adhere to this and all Board, district and state wide promulgated rules and policies, failure to do so can result in removal from organization leadership, events or membership.**

### **Guidelines**

#### **Finances**

The Board recognizes that the focus of each Booster/Support Club is student-centered and, thus, groups contribute in a material way through services, supplies, equipment or other to School district students. Often, this can have a direct result which lessens the financial burden to the district taxpayers; however, it is the school's responsibility to know what resources are coming into a program and to avoid any disparity that the resources may create. The Board specifically acknowledges that expenditure reports are necessary to ensure compliance with Title IX regulations.



Each Booster/Support group or organization shall submit to the Board, on an annual basis, a comprehensive financial plan which shall, at a minimum, outline the proposed fundraising activities, the specific purpose of the fundraising activities, and any anticipated or recently completed major expenditures for the time period. The Board shall coordinate the proposed fundraising and expenditures so that the Administration and Board can oversee the comprehensive fundraising plan for all organizations so as to avoid duplication of effort and improper activities. For purposes of this policy annual basis shall mean and require that the organization submit their financial report and fundraising plan one (1) month before the defined fall, winter or spring seasons began. All summer fundraisers must be approved at the May Board meeting. This timeframe permits the Board to approve such reports.

The Board shall expect all Booster/Support Clubs to notify them through the Athletic Director of anticipated fundraisers annually.

Each Booster/Support group shall name an FDIC insured depository bank into which all proceeds and receipt shall be deposited. Booster/Support groups must follow appropriate accounting practices in maintaining and disbursing funds.

Booster/Support groups shall not use the district tax-free number for purchases. Groups should consider filing with the Commission on Charitable Organizations, Department of State, as a charitable nonprofit organization.

All contributions of supplies and equipment must go through the Athletic Director and the School Board before purchasing so as to ensure compliance with Title IX and bidding regulations. All contributions of supplies and equipment become property of the Wyoming Area School District and subject to related district policies. When using existing supplies and equipment, it must be restored to its original status.  
[1]

Proposed improvements to the district buildings and grounds being made by the Booster/Support organization must have the approval of the Director of Operations and Maintenance and the principal receiving the contribution. Consultants to the Booster/Support groups for various projects (i.e., construction) should not be engaged without School Board approval.

Carryover funds should be encouraged for long-term success of the club.

### Annual Reports

On an annual basis, each organization shall submit a post-season fundraising financial report to the Board and confirm that its finances are in good standing and have been reviewed and submitted by the Treasurer. The letter must be signed by both the Booster-Support group President and Treasurer. The financial report should be submitted within a month after their respective banquet or not later than the last day of school for that school year. This report must be submitted within a timeframe designated by the Board. The group or organization shall submit on an annual basis to the Board a listing of all officers by name and address or names of contact persons who will represent the interests of their organization. Any change of officers or contact persons after July 1 shall immediately be reported, in writing, to the Athletic Director **and/or Superintendent**, who will forward the changes to the Board. Failure to submit the report will result in the suspension of the Booster/Support Club's recognition.

### Concessions

Booster/Support organizations involved in concessions at school events shall follow district guidelines for use of, and payment for, facilities. The group using the concession stand is responsible for clean-up of the facility. Equipment must not be removed without permission. Booster/Support organizations involved in concessions at school events shall follow district guidelines and are encouraged to follow the district Student Wellness Policy.[2][3]

### Involvement With District



Any and all purchases of equipment, materials or instruction for a program or organization shall have the prior written approval of the district Athletic Director or Curriculum Director and the Superintendent. No direct payments, outside P.I.A.A. guidelines, shall be made to any student athlete or other participant for attendance at tournaments, camps, or the like, without the expressed written consent of the Athletic Director and Superintendent.[2][3][4]

Only those Booster/Support groups or other support organizations that have specifically and directly received recognition by the Board shall be eligible to be associated with the respective district activity which it supports. All unrecognized Booster/Support groups shall be denied the use of school facilities and equipment unless they have properly submitted a third-party request for use of the rental of the facilities and equipment.

The head coach or club advisor should have an active role in his/her respective Booster/Support organization and the decision-making process of the Booster/Support Club. H/She should be involved in the structure of the organization's agenda for meetings and actively participate in the meeting. If the head coach/advisor cannot attend, a representative from the coaching/curriculum staff should attend. At the first meeting of the athletic season or school year, the head coach, club advisor or president shall be responsible for distributing copies of this policy and the Annual Requirement list to all officers of the organization.

### Requirements

A Booster Group or Support Organization, in order to gain the recognition of the Board, must adhere to the following guidelines.

The Booster Group or Support Organization must submit to the Board a set of bylaws or similar rules which govern the activities of the organization. The bylaws or similar rules must be consistent with the philosophy, mission and policies of the district. These bylaws must, at a minimum, contain the following elements:

1. The official name of the organization or group.
2. The group's purpose.
3. The group's membership eligibility criteria.
4. A specific statement that there shall be no discrimination.
5. Dues, if any.
6. Names and title of all club officers.
7. The duties of the officers.
8. A requirement and statement that the organization and its members shall incorporate, follow, enforce and comply with the Principles of Governance and Leadership of the PSBA.
9. Mechanism to address behavior and/or conduct either in person, electronically, by social media or other means that is detrimental and/or contrary to the mission of the organization and/or Wyoming Area School District.
10. Follows the district's guidelines for clearances and other criteria established for safety of the students, faculty/staff, parents, community and district property.

Concerns or issues of individual members of Booster Clubs, parental or other support groups regarding the team, athletic program or club should follow the chain of command indicated below:

Step 1 – Coach/Club Advisor

Step 2 – Athletic Director



Step 3 – Building Principal

Step 4 – Central Administrations

Step 5 – Board of Education.

The group or organization must acknowledge that they shall not require mandatory participation by students in any fundraising activity as a condition of participation in the school-sponsored programs. Booster/Support Clubs are adult organizations, which sponsor fundraising activities carried out in the name of the school. Students are not to be involved in fundraising activities during school hours and are not to sell game of chance (i.e., 50-50, raffles, lotteries, etc.).

The Booster/Support organization shall acknowledge that the club or organization is in compliance with all rules and regulations promulgated by the School Board, the P.I.A.A. and the laws of the Commonwealth of Pennsylvania (where applicable).

It is imperative for the Booster/Support organizations to communicate with the parents/guardians at the first possible opportunity, prior to tryouts, if possible. Letters should go home to parents/guardians explaining the fundraisers or Booster/Support organization's dues. Parents/guardians should be informed of the meeting dates, location and when fundraising agenda items will be discussed and/or voted on in the organization. If the majority of the membership is against a fundraiser, the organization should look at alternative ways to raise money. Booster/Support organizations may charge a fee in lieu of fundraising.

The organizations shall prohibit the sale or consumption of alcoholic beverages and are to prohibit the use of any tobacco products at any and all functions on School district property or at any club or organization-sponsored function at which students are in attendance. This may include but not be limited to banquets, picnics and team get-together including those held beyond the school year.

They shall ensure that all gifts or awards not be given to students, directly or indirectly, without the approval of the Superintendent and/or the Board, as may be appropriate. Any and all awards, gifts or other items given to the participants of said programs must not violate the policies of the district, the P.I.A.A. or the N.C.A.A. This may include but not be limited to gifts of cash, gift cards or gift certificates.

In conducting its activities, all Booster/Support organizations shall comply with the Solicitation of Funds for Charitable Purposes Act, as amended, the Pennsylvania Small Games of Chance Act or any other requirements established regarding fundraising. No Booster/Support Club shall engage in any activities outside the guidelines established by the P.I.A.A. or the state.<sup>[5]</sup><sup>[6]</sup><sup>[4]</sup>

Should the Board deem that the efforts or activities of any club are not in the best interest of the district and its students, the authorization to operate the club may be withdrawn.

Booster/Support organizations do not have the authority to direct the duties of a School district employee and/or approved volunteers. The schedule of contests, rules for participation, methods for earning letters and all other criteria dealing with interschool programs are under the jurisdiction of the school district administration.

Legal

1. Pol. 610
2. Pol. 707
3. Pol. 708
4. Pol. 915
5. 10 P.S. 162.1 et seq
6. Pol. 618